**Job Title:** **Training for Success Co-Ordinator (24-month Fixed Term)**

**Location:** Ulster Supported Employment and Learning (Usel)

182 – 188 Cambrai Street, Belfast BT13 3JH

**Responsible To:** Programme Manager

**Objective:** To be responsible for ensuring the success of Usel’s Training for Success Programme through effective management of participants progress and to ensure full compliance with the Department for the Economy (DfE) contractual requirements

**Job Ref:** TFSC/17

**Job Description:**

* Achieving the required number of young people enrolling on the programme
* Working with local employers to secure training placements for participants
* Working with DfE contract managers to provide assurance of quality and compliance
* Achievement of overall contract KPIs
* Monitoring, evaluating and reporting on contract performance to all stakeholders and DfE
* Ensuring the Health & Safety of all participants is a priority
* Delivery of accredited and non-accredited training
* Ensuring participants achieve the desired standard of qualifications
* Updating the CRM system to evidence participant progression

**Person Specification:**

**Essential:**

* Ability to adapt to change and drive a positive participant group with a focus on quality
* Excellent IT skills
* Ability to communicate at all levels and adapt to different audiences
* Ability to work under pressure and to tight deadlines
* Proven ability to engage young people within a training environment
* Hold a D32, D33, A1 or TAQA Assessor Qualifications
* Experience of delivering training in one of more subjects from the following: Employability, Personal Social Development, Retail, Warehousing, Hospitality Essential Skills Numeracy, Essential Skills Literacy, Essential Skills ICT
* Relevant Level 3 Qualification in experienced subject area
* Driving licence and access to a vehicle (if the effects of a disability preclude an individual from holding a driving licence then they should indicate how they can meet the mobility requirements of the post)

**Desirable:**

* Recognised teaching qualification
* Experience of recruiting young people onto voluntary programmes
* Experience of working with young people with special educational needs
* Knowledge of DfE programmes and compliance requirements
* Ability to demonstrate initiative, be proactive and offer a solution-oriented approach

**Terms and Conditions**

* Monday to Thursday 8.15 a.m. – 4.30 p.m. and Friday 8.15 –12.15 p.m.
* 27 days annual holidays plus 10 statutory holidays
* Fixed term contract for 24 months

**Pay**

* £21,348-£24,725